

**Water/Wastewater Commissioners’
Meeting Minutes
March 5, 2013**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Superintendent
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 2:00 p.m.

Decisions:

Approval of Meeting Minutes – Commissioner Putnam made the motion to approve the minutes of the February 19, 2013 meeting as presented. Chairman Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the February 2013 Bill Commitment 130228 and for the February 2013 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the February 2013 Bill Commitment 130228 and for the February 2013 Final Bills issued.

Sewer Abatement Refund – 26 Briarcliff Drive – The commissioners reviewed the fourth of four water and sewer billing abatements pre-approved for this customer during the commissioners’ meeting held April 24, 2012. The usage to be abated is 2,815 cubic feet, for a total cost of \$207.44. Commissioner Putnam made the motion to approve this abatement as presented. Chairman Courage seconded the motion. All voted in favor.

Contract Document Approval – Switchgear Project – Vice-Chairman White made the motion to authorize Chairman Courage to approve the Contract Document for Electrical Main Gear Upgrade prepared by SMR Engineering, PC, dated January 2013, in the amount of \$215,470.00. Commissioner Putnam seconded the motion. Three copies were signed by Chairman Courage. One copy will be returned to Electrical Installations, one will be returned to SMR Engineering, and one copy will be retained by the Water Utilities Department. Superintendent Boucher said that parts for this project may be ordered now that Chairman Courage has signed the contract.

Sewer Capital Reserve Account Establishment – Chairman Courage suggested consideration be given by the Board voting to establish a Sewer Capital Reserve Account, which was not funded in the last sewer rate increase. Should \$10,000.00 be set aside monthly, if there is not enough funds in the sewer budget at the end of 2013, the capital reserve account money could be withdrawn to off-set sewer department expenses, which this Board has the authority to do, said Mr. Courage. Commissioner Putnam said this

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Sewer Capital Reserve Account could be used for resolving infiltration issues in the Collection System. End-of- year purchases ordered with a purchase order in November 2012 yet received and billed in early 2013 are paid and charged back to the 2012 budget, which delays a true accounting of the December account budget line balances. Following discussion, Commissioner Putnam made the motion to begin transferring \$10,000.00 each month to a Sewer Capital Reserve Account beginning in March 2013. Vice-Chairman White seconded the motion. All voted in favor.

Discussion/Information Items:

Curtis Well Electrical & Instrumentation Improvements Project Update – Superintendent Boucher said the installation of underground conduit to the vaults and to the building by the Water Utilities staff has been completed. According to Mr. Chris Berg, Wright-Pierce, work by G. A. LaFlamme and Square D will begin before the end of March. The sodium hydroxide pumps, mixer valve and meter will be ordered. Woodard and Curran will coordinate the SCADA connections. Vice-Chairman White inquired of Woodard and Curran's scope of contract engineering services.

Dram Cup Water Storage Tank – Superintendent Boucher discussed the proposed repair vs. replacement of the Dram Cup roof due to its deterioration. Mr. Boucher distributed a draft document prepared by Mr. Chris Berg, Wright-Pierce Engineering, illustrating available fire flows in the distribution system. Two scenarios were reviewed: Dram Cup Tank off-line with Prospect Tank on-line, and both Dram Cup and Prospect Tanks off-line, to determine whether Prospect Tank could be taken out of commission prior to the repair/replacement of the Dram Cup roof. The document indicated that the Prospect Tank should not be taken off-line during maintenance. Mr. Boucher said Pennichuck's water connection would serve as a back-up in the event of a Fire Department emergency in the vicinity of the Oval during the maintenance period. Mr. Boucher mentioned the merits of a fiberglass roof construction are being investigated. Chairman Courage said answers to our questions are needed promptly to move this project along. Mr. Boucher said that the flows were decent an initial study with Prospect Tank off-line only, but an area of concern warranting further investigation was the transmission line under the brook behind the Public Works Department building. He reiterated that the drop in flows in the recent Wright-Pierce document is the result of Dram Cup Tank being off-line during the maintenance. Vice-Chairman White asked what the effect would be if years later it becomes necessary to take the Dram Cup Tank off-line and the Prospect Tank is no longer available. Commissioner Putnam said this is his concern as well. Mr. Boucher said Pennichuck would still be a back-up, and that the new well site may be available for use at that time, as well as a larger transmission line at Smith and Beech Streets.

Commissioner Putnam said a review of the numbers provided by Mr. Berg may warrant decommissioning and replacing the Prospect Hill water storage tank. Mr. Boucher said the initial numbers were decent while the Prospect Tank would be off-line, with the areas of concern warranting further investigation being one of the transmission lines near the brook behind the Public Works Department building, and to upgrade the size of the water main on Beech and Smith Streets. He reiterated available fire flow volumes drop because the Dram Cup Tank would be off-line. Vice-Chairman White asked what would the effect be if years later it becomes necessary to take the Dram Cup tank off-line and the Prospect Tank is no longer in service. Commissioner Putnam said this is his concern as well. Mr. Boucher said Pennichuck would still be a back-up, and that the new well site may be available for use at that time, as well as new transmission lines would be in service on Smith and Beech Streets.

Activities Report – Reviewed by the Commissioners. Superintendent Boucher answered Commissioner Putnam’s inquiries of the sludge/landfill monitoring activities performed by ChemServe at the Water Utilities facility.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said there are three open issues at the Septage Receiving Facility include: the building heat (heater unit losing temperature may equate to location and size design issues for Stantec & Weston & Sampson to resolve), check valve (Weston & Sampson issue to resolve) and, as of yesterday, the septage unit shutting down and tripping an alarm. This situation may be a temporary issue resulting from the recently replaced auger system’s packing gland being too tight and too dry due to the tension. Mr. Jamie Soucy, the Wastewater Operations Foreman is investigating the tension, and this situation may have been corrected in-house. Discussion followed as to whether the Lakeside contractor sufficiently tested the equipment prior to leaving the Septage Receiving Facility. Superintendent Boucher distributed the draft Inter-Municipal Agreement received from Attorney Drescher, which he will submit to TeTon Environmental to add to their documentation. Chairman Courage was pleased to see updated Rules and Regulations language contained in Attorney Drescher’s draft copy, pages 3 and 4. He will review this information more closely and may discuss this topic further during a future meeting. Vice-Chairman White inquired of the flow meter calibration frequency. Superintendent Boucher said he would speak with Wilton’s Superintendent Mike Bergeron, as Wilton has infiltration issues requiring correction. Commissioner Putnam asked whether Milford Water Utilities personnel should be involved to protect Milford’s interests. Mr. Boucher said he would not be opposed to Milford training Wilton personnel and making documentation suggestions without transferring Wilton’s responsibilities to Milford. Superintendent Boucher will ask Mr. Whitfield, the Collection System Foreman, to investigate a Dearborn Street manhole affected during snow removal operations. Arrival of the truck ordered through Freightliner is anticipated to be available the end of April or early May.

Non-Public Session, RSA 91-A:3, II(a) Personnel – at 2:40 p.m., Vice-Chairman White made the motion to go into Non-Public Session for the purpose of discussing a personnel matter. Chairman Courage seconded the motion. All voted in favor. At 3:00 p.m., Vice-Chairman White made the motion to exit the Non-Public Session. Chairman Courage seconded the motion; all voted in favor. Chairman Courage said there were no announcements.

Future Appointments/Meetings:

To accommodate the Board’s availability, the next Water and Wastewater Commissioners’ meeting will be held at **2:00 p.m.** on Tuesday, March 19, 2013 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Commissioner Putnam made the motion to adjourn the meeting at 3:01 p.m. Vice-Chairman White seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date